

## **DISLOCATED WORKER SUPPORTIVE SERVICE POLICY OZARK REGION**

Ozark Region Dislocated Worker staff will provide information on public assistance, food stamps, mental health services, childcare resources, transportation resources, health services, and other community resources. Staff will assist participants in making application and setting appointments for such services, as needed.

Dislocated Worker participants who are enrolled in intensive or training services and who are unable to obtain support services through other programs may be provided the following:

Work-Related Clothing, Tools, and Equipment  
Emergency Counseling Services  
Emergency Gas Vouchers

Provision of services is subject to availability of funding. Eligibility criteria for Dislocated Worker support services is listed below. **The maximum dollar amount for all supportive services combined per Dislocated Worker participant will be \$350.**

### **Work-Related Clothing, Tools, and Equipment**

Work-related clothing, tools, equipment, and other items such as eye exams, haircuts, etc. will be provided to those who meet the criteria outlined below.

1. Must be enrolled in intensive or training services.  
AND
2. Require occupationally-specific clothing, tools, or other items as a precursor to training.  
OR
3. Require occupationally-specific clothing, tools, or other items in order to obtain or maintain employment.
  - The need for supportive services will be verified by staff and noted in the IEP and Toolbox.
  - A maximum of \$200 may be provided per participant.
  - Recipients must provide receipts for purchase of clothing, tools, or other items when appropriate.

### **Emergency Counseling Services**

Participants referred to emergency counseling services must meet the following criteria:

1. Must be enrolled in intensive or training services.  
AND
2. Be experiencing extreme emotional distress. Note: By definition, extreme emotional distress for the purpose of this policy statement will mean anyone who is experiencing crisis situations, to include the threat of suicide.
  - Persons who meet the definition will be referred immediately to DWP-funded counseling services until more permanent services can be obtained or until the crisis is resolved.
  - The need for support service will be verified by staff and noted in the IEP and Toolbox. All due precautions will be taken to maintain participant confidentiality.
  - The cost per counseling session has been predetermined. The amount to be provided per participant will be determined on a case-by-case basis.

### **Gas Vouchers**

Gas vouchers may be provided to those participating in intensive or training services who meet the criteria listed below.

#### **Pre-Vocational and AEL Students**

1. Must be attending pre-vocational or AEL classes located at the Missouri Career Center in Springfield and live a minimum of 20 miles (one way) from the Career Center. Odometer readings must be submitted verifying number of miles driven from home to MCC.

AND

2. Must achieve 100% attendance of scheduled classes.
  - Staff will verify participant attendance and mileage.
  - A maximum of \$25 per week may be provided for a maximum of 9 weeks.

#### **Job Search Participants**

1. Must achieve 100% attendance of Job Seekers Workshop.
  - Staff will verify participant attendance.
  - A maximum of \$25 for Job Seekers Workshop attendance may be provided.
2. Must complete one week of intensive job search after completion of Job Seekers Workshop.
  - Participant job search will be closely monitored and documented by staff.
  - A maximum of \$25 for intensive job search may be provided for a maximum of one week of activity.

#### **Students Experiencing Unexpected Financial Hardship**

1. Participant must be enrolled in training or job search activity.

AND

2. Must be the sole source of income for their household.

AND

3. Must be experiencing a financial hardship(s) such as interrupted or late Trade Allowance, Unemployment Benefit, unexpected medical or “other” financial burdens.
  - “Other” qualifying emergencies will be dealt with on a case-by-case basis by staff and must be approved by Supervisor of Dislocated Worker Program.
  - A maximum of \$25 per week may be provided for a maximum of 9 weeks.

